

85-009

14 JAN 1985

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM:

Director of Information Services

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SUBJECT: Scheduling of DA's Machine-Readable Records

1. Federal statutes and regulations require that electronic (machine-readable) records produced in the normal course of government business are subject to the same retention and disposition requirements as paper records. We, like most other government agencies, have done little to satisfy this requirement and have just begun to systematically identify, describe, and schedule (on records control schedules) the information in existing Agency computer systems. The Office of Information Services (OIS) has established an FY-85 objective, which has been approved by the DDA, to complete draft disposition schedules for ADP records systems in all DA offices.

2. I am sure you can appreciate the magnitude and difficulty of this task, as well as the need to effectively manage all aspects of our electronic records. The Office of Data Processing has issued over 225 PRISM project numbers to DA offices for ongoing computer applications. The proliferation of ADP systems both in the DA and throughout the Agency, combined with the increasing number of users with access to these systems, makes the completion of this objective especially important not only to meet federal requirements but to ensure our systems are accurate, reliable, and responsive to our information management needs.

3. Basically, this scheduling process involves preparing a comprehensive and descriptive list of all existing ADP systems in your office. This includes all stages of computer processing and all types of computer storage media. Each system must be described in detail showing all interfaces with other automated systems, the disposition of all input data and all documents or records created by the system, and the eventual disposition of the system database. Once the records control schedule is prepared, it must be submitted to the National Archives and Records Service for approval by the Archivist of the United States.

4. Your Records Management Officer will be responsible for gathering the necessary information and preparing the records control schedule. However, the complexity of this undertaking makes it imperative that the office ADP control officer and the database manager/system administrator take an active role in this process.

5. The Information Management Branch (IMB), OIS has already drafted a records control schedule for the ADP systems in OIS and the Office of Training and Education and is nearing completion on a schedule for the Office of Finance. The knowledge gained in these offices will be used to assist other RMOs in completing their individual office schedules. The DA Records Management Officer and IMB personnel will meet with the office RMOs this month to discuss the procedures and requirements for drafting these schedules. They will also be available, when needed, to provide technical guidance and assistance to component RMOs in obtaining systems information and preparing the schedule items. Those offices whose schedules are basically complete will need to review any office ADP systems now in development so that records disposition can be included before the system is implemented.

6. Please encourage all personnel in your office who either manage automated systems or are otherwise involved in systems processing to cooperate fully in this project so it can be completed as quickly and easily as possible. My goal is to complete scheduling the Directorate's ADP records systems by 1 October 1985 and then move this activity to another Directorate. Once completed, these schedules will be a valuable tool in managing automated information systems.



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